DOCTOR OF MINISTRY

PROJECT REPORT

FORMATTING GUIDE

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DMin Project Report Formatting Guide

Standards for Style Formatting

The Project Report of a Doctor of Ministry candidate will follow the guidelines for text structure, punctuation, footnotes, and bibliography styles outlined in the latest edition of one of the following manuals, except, where this document countermands those guidelines.

1. The preferred guide is the 9th edition of Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.[1] Turabian is based on the larger *Chicago Manual of Style*.

2. If answers to formatting questions are not found in Turabian, then refer to the latest edition (17th) of the *Chicago Manual*.[2]

3. Students in the Marriage and Family Therapy program may use the *Publication Manual of the American Psychological Association*, commonly known as APA Style.[3]

4. Another APA Style option: *Concise Guide to APA Style: The Official APA Style Guide for Students*.[4]

Refer to the latest edition either the Turabian Manual or APA Style Manual for instructions for including charts, tables, illustrations, photographs, oversized material, music, and recorded sound with Project Reports.

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[1] Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018).

[2] *The Chicago Manual of Style*, 17th ed. (Chicago: The University of Chicago Press, 2017).

[3] *Publication Manual of the American Psychological Association*, 7th ed. (New York: American Psychological Association, 2020).

[4] American Psychological Association, *Concise Guide to APA Style: The Official APA Style Guide for Students*, 7th ed. (Washington, DC: American Psychological Association, 2020).

Formatting the DMin Project Report: Layout Basics

Font and Size

- Font: Times New Roman

- Font Size: 12 pt.

- If the default setting for Microsoft Word is not Times New Roman, follow these steps to change it:

    1. Place your cursor on the Font menu on the Home tab.

    2. Click on the arrow in the right corner of the Font menu.

    3. Choose "Regular" under Font style.

    4. Choose "12" under Size.

    5. Click "Set as Default" in lower left-hand corner.

    6. In the dialogue box, choose to set the default for this document only or for all documents.

Spacing

- Between sentences: one (1) space, *not* two, between sentences.

- Body of the text: double-space the body of the text with no additional spacing before or after paragraphs.

Indent		Spacing	
Left:	0"	Before:	0 pt
Right:	0"	After:	0 pt
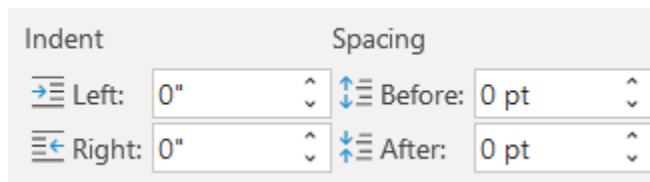
- Steps for setting double-spacing:

    1. Place your cursor on the Editing menu on the Home tab.
    2. Click on the arrow next to "Select" to see the pull-down menu.
    3. Choose "Select All."

- Single-space the following:

  1. Block quotations
  2. Footnotes
  3. Captions
  4. Bibliography entries
  5. Long headings should be single-spaced, but with a blank line added between items

Margins

The top, right, and bottom margin of the Project Report should be one (1) inch. The one inch margin applies to headers and footers, footnotes, and images. To set margins in Microsoft Word, follow these steps:

1. Choose the "Layout" tab on the top menu.

2. Click on the arrow under "Margins" at the left-hand side.

3. Choose "Custom Margins" to set the following margins:

   a. Top Margin: 2" Applies to all of the following:

      - Title Page
      - Approval Page
      - Abstract Page
      - Table of Contents (the first page)
      - First page of each Chapter
      - First page of each Appendix
      - First page of the Bibliography

   b. Top Margin: 1" Applies to all of the following:

      - Second page through the end of the:
        o Table of Contents
        o Chapter
        o Appendix
        o Bibliography

   c. Bottom: 1" All pages

   d. Left Margin: 1.5" All pages (the extra ½ inch allows space for binding)

   e. Right: 1" All pages

Pagination

- Pages with NO page number enumeration:
  - Title Page
  - Approval Page
  - Dedication Page
  - Page One (1) of Chapter 1

- Remaining pages of the paper should be numbered with Arabic numerals, beginning with 1 and running consecutively until the end.

- Page numbering begins with the Table of Contents up to the first page of Chapter 1. Lowercase Roman numerals appear at the bottom of these pages.

- Chapter page (with the exception of Chapter 1):
  - Page number is centered on the bottom of the page, one (1) inch from the bottom of the page

  1. Choose the "Insert" tab next to the "Home" tab on the top menu.

  2. Place your cursor on the Header & Footer menu.

  3. Click on the arrow next to "Page Number" to see the pull-down menu.

  4. Click on the right arrow next to "Bottom of Page."

  5. Move your cursor to the left to choose "Plain Number 2."

- Page numbers for all other pages are located on the top right of the page. Here are the steps for creating automatic page numbers in the document:

  1. Choose the "Insert" tab next to the "Home" tab on the top menu.

  2. Place your cursor on the Header & Footer menu.

  3. Click on the arrow next to "Page Number" to see the pull-down menu.

  4. Click on the right arrow next to "Top of Page."

  5. Move your cursor to the left to choose "Plain Number 3."

Footnotes

Footnotes must be used to cite:

1. A q*uote* from a source: use the exact wording of the original text
2. A *paraphrase*: restating the author's ideas in your own words
3. A *summary*: present a condensed version of the material, or,
4. *Use an idea*: refer to concepts or theories from the original source

- Font Size: 10 pt.

- Single-spaced, with one blank line between each

- Indent the first line of each footnote one-half inch (like a paragraph), and all subsequent lines are aligned with the left margin.

- Superscript the footnote at the beginning of the footnote if it was not automatically created when adding the footnote citation.

- The footnote provides specific location information for a quotation, paraphrase, or reference included in your writing so that a reader can refer to the source material.

- Complete source information includes the author, title, publisher, place of publication, date, page number, etc.

- The first time a footnote appears, it must provide complete source information.

- Subsequent mentions of the same resource may use a shortened form, which includes the author's last name, a shortened version of the title, and the page number.

- Footnotes can be used to cross-reference other pages in the paper, comment on material in more detail, or acknowledge other authors and researchers.

- Steps to insert footnotes into your paper:

1. Choose the "References" tab on the top menu.

2. In the Footnotes menu, click on "Insert Footnote."

3. A number will appear after the text and at the bottom of the page.

4. Type in complete source information after the number at the bottom of the page.

5. The superscript for the footnote number should automatically appear at the beginning of the footnote.

Headings

The major levels of headings used by LPTS are formatted as follows:

**Do not use the Heading Styles in Microsoft Word.

CENTERED UPPERCASE HEADING	(Chapter Number)
CENTERED UPPERCASE HEADING	(Chapter Title)
Centered, Headline Style	(First Level Heading)
Side Heading, Capitalized Headline Style, Bolded	(Second Level Heading)
Side heading in text type, capitalized sentence style	(Third Level Heading)
<u>Underlined, and indented paragraph side head,</u>	(Fourth Level Heading)

SAMPLE of a chapter using all five levels of headings:

<div align="center">

CHAPTER ONE **(Chapter Number)**

DEFINING THE PROBLEM **(Chapter Title)**

</div>

Particular Nuances of the Difficulty Presented in the Problem **(First Level Heading)**

Rhetorical Analysis (Second Level Heading)

Language as a barrier to understanding **(Third Level Heading)**

<u>Deconstructing this barrier</u>. **(Fourth Level Heading)**

Indentation

The first line of each new paragraph should be indented one-half inch. **Do not use spacing to indent**. Follow these steps to set a one-half inch indentation for the first line as default:

1. Choose "Select All" from the Editing menu on the Home tab.

2. Place your cursor on the Paragraph menu on the Home tab.

3. Click on the arrow in the right corner of the Paragraph menu.

4. Look under the "Special" drop-down menu in the Indentation section.

5. Select "First Line."

Alignment

The text of the paper should be left-justified—aligned at the left-hand side. Steps to set this alignment as default:

1. Place your cursor on the Paragraph menu on the Home tab.

2. Choose the "Align Left" image at the far left.

Printing the Project Report

After the formatting of your project has been approved:

- The original copy and the second copy of the DMin project must be printed on high-quality, durable, 20 pound, 100% rag/cotton content (sometimes called Archival), 8 ½ x 11 inch paper. Two options for obtaining the paper: Two options: [Office Depot](#) and [Amazon](#)

- Use a laser or ink-jet printer for printing the original and second copies.

- Additional copies that the student wants bound can be on the paper of their choice.

- Any printouts to be submitted as part of the report that are larger than the standard 8 ½ x 11 inch page size should be reduced to the standard size paper.

- The reduced print cannot be smaller than elite type and should be of dark, clear, good quality. Margin requirements hold for such reductions as well.

Bibliography

The bibliography contains the same information as the footnote but it is formatted slightly differently and does not include a page number.

- Bibliography entries are listed in alphabetical order by the author's last name.

- If there is more than one entry by the same author, arrange them alphabetically by title (ignoring articles like "a" and "the").

- The first line of each entry uses a "hanging indent," meaning the first line is aligned with the left margin and all subsequent lines are indented one-half inch.

- Single space each entry.

- Leave one blank line between each entry.

Order of Pages in a Completed Project Report

1. Title Page

2. Approval Page signed by your two readers, and the Director of the Doctor of Ministry Program

3. Dedication Page

4. Abstract Page

5. Table of Contents

6. List of Illustrations (if any)

7. List of Tables (if any)

8. Acknowledgments (if any)

9. List of Abbreviations (if any)

10. Main Body of the Project Report

11. Appendix (if any)

12. Bibliography